

## **TITLE 848 INDIANA STATE BOARD OF NURSING**

*NOTE: Originally adopted by the Board of Nurses' Registration and Nursing Education. Name changed by P.L.169-1985, SECTION 67 (IC 25-23-1-2), effective July 1, 1985.*

### **ARTICLE 1. REGISTERED NURSES AND PRACTICAL NURSES**

#### **Rule 1. Definitions; Administration**

##### **848 IAC 1-1-1 Evaluation of credentials (Repealed)**

Sec. 1. *(Repealed by Indiana State Board of Nursing; filed Mar 18, 1980, 4:00 pm: 3 IR 964)*

##### **848 IAC 1-1-2 Definitions (Repealed)**

Sec. 2. *(Repealed by Indiana State Board of Nursing; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534)*

##### **848 IAC 1-1-2.1 Definitions**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-1

Sec. 2.1. The following definitions apply throughout this article:

- (1) "Approved" or "accredited", terms used interchangeably, means those programs that have met requirements of the board. The term also includes approval granted by voluntary, regional, and other state agencies.
- (2) "Associate degree program" means a program leading to an associate degree in nursing, conducted by an educational unit in nursing, within the structure of a college or university.
- (3) "Audit" means attending a class or course without receiving credit.
- (4) "Baccalaureate degree program" means a program leading to a baccalaureate degree in nursing conducted by an educational unit in nursing within the structure of a senior college or university.
- (5) "Board" means the Indiana state board of nursing.
- (6) "Clinical laboratory experience" means the learning experiences provided in facilities appropriate to the curriculum objectives.
- (7) "Clinical preceptor" means an individual employed by the cooperating agency who also has the responsibility to supervise a student in the clinical facility.
- (8) "Controlling organization" means the agency which assumes the responsibility for overall administration of the program.
- (9) "Cooperating agency" means an institution which cooperates with the nursing program to provide facilities for the clinical laboratory experiences of students.
- (10) "Curriculum" means the whole body of courses offered in the nursing program.
- (11) "Diploma program" means a program leading to a diploma in nursing conducted by a school under the control of a hospital.
- (12) "Director" means the registered nurse who is delegated responsibility for the implementation and administration of the nursing program regardless of the official title in any specific institution.
- (13) "Enroll" means attending a class or course for the purpose of receiving credit.
- (14) "Faculty" means individuals employed to administer and to teach in the educational program.
- (15) "Failure rate" is calculated on the number of first time candidates who fail to be licensed and is computed annually from April 1 through March 31.
- (16) "May" indicates discretionary use.
- (17) "Practical nursing program" means a program leading to a diploma or certificate in practical nursing conducted by an educational institution or hospital.
- (18) "Primary state of residence" means the state of an individual's declared fixed permanent and principal home for legal purposes; domicile.
- (19) "Program" means the curriculum and all the supporting activities organized independently, under an educational institution or hospital, to prepare students for nursing licensure and the practice of nursing.

(20) "Rate of successful completion" means the annual number of first time candidates who successfully complete the National Council Licensure examination and is computed annually from April 1 through March 31.

(21) "Rule" or "requirement" means a mandatory standard which a program shall meet in order to be accredited.

(22) "Shall" indicates a mandatory rule, regulation, or requirement.

(23) "Should" indicates a recommendation.

(24) "Survey visit" means an on-site visit of a nursing program, including clinical facilities by a designated representative of the board for the purpose of evaluating the program of learning.

*(Indiana State Board of Nursing; 848 IAC 1-1-2.1; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4525; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939; filed Jun 23, 2003, 4:12 p.m.: 26 IR 3652, eff Jul 1, 2003 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #02-247 was filed Jun 23, 2003.]*

#### **848 IAC 1-1-3 Accreditation (Repealed)**

Sec. 3. *(Repealed by Indiana State Board of Nursing; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534)*

#### **848 IAC 1-1-4 Criteria for accreditation (Repealed)**

Sec. 4. *(Repealed by Indiana State Board of Nursing; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534)*

#### **848 IAC 1-1-5 Appeals**

Authority: IC 25-23-1-7

Affected: IC 4-21.5

Sec. 5. Appeals before the Indiana state board of nursing are governed by the Indiana Administrative Orders and Procedures Act (AOPA) under IC 4-21.5. *(Indiana State Board of Nursing; Reg 5; filed Jul 18, 1977, 8:55 a.m.: Rules and Regs. 1978, p. 611; readopted filed Nov 21, 2001, 10:23 a.m.: 25 IR 1326)*

#### **848 IAC 1-1-6 Licensure by examination**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-11; IC 25-23-1-12

Sec. 6. (a) Any person who makes application to the board for a license shall submit to the board written evidence, verified by oath, that the registered nurse applicant meets IC 25-23-1-11 and the licensed practical nurse applicant meets IC 25-23-1-12.

(b) A copy of a marriage certificate or court order shall be submitted by a candidate who wishes to change her or his name after the application is filed.

(c) Candidates shall present the authorization to test and a photo identification for entrance to the testing center.

(d) The required Indiana passing criteria for the licensure examination is set by the National Council of State Boards of Nursing using the computerized adaptive testing methodology.

(e) An applicant may take the examination at any testing center in the United States approved by the National Council for State Boards of Nursing. An authorization to test must be provided by the Indiana board prior to testing.

(f) Graduates of foreign schools of nursing shall meet the following qualifications before being licensed in Indiana:

(1) Be licensed in the territory or country in which they graduated.

(2) Meet the qualifications required in Indiana as determined by the board.

(3) Obtain the official records from the territory or country in which the applicant graduated verifying academic qualifications or be referred to state accredited nursing programs to establish the necessary credits if the original records are unobtainable.

(4) Show evidence of having passed the examination prepared by the commission on graduates of foreign nursing schools.

(5) Pass the appropriate nurse licensing examination in Indiana.

(g) Requirements for unsuccessful candidates are as follows:

(1) Any candidate who fails the Indiana licensing examination shall not be licensed until she or he has passed the licensing examination.

- (2) A complete application shall be submitted each time an examination is taken.
- (3) The full examination fee shall be charged for each reexamination.
- (4) A candidate who has failed the licensing examination (in any jurisdiction) should undertake a special study program before retaking the examination. This study program may include one (1) or all of the following:
  - (A) Auditing nursing courses at an approved program in nursing.
  - (B) Self-study program, such as review of course work or professional reading.
  - (C) Tutoring.
  - (D) Reenrollment in a state-accredited program of nursing.

(h) Written informed consent from the candidate is necessary before individual licensing examination scores are released to anyone other than the candidate.

(i) Candidates applying for the licensing examination shall be required to meet the board's curricular requirements for the program in nursing as stated in the rules in effect at the time of their graduation.

(j) An applicant shall produce evidence of the applicant's primary state of residence. Such evidence shall include a declaration signed by the applicant and the following:

- (1) Either of the following requirements of evidence must be provided:
  - (A) Current driver's license with the applicant's home address.
  - (B) Other state or federal issued identification card that includes the applicant's home address.
- (2) At least one (1) of the following documents must be provided:
  - (A) Voter registration card displaying a home address.
  - (B) A federal income tax return declaring the primary state of residence.
  - (C) Such other evidence of residence as deemed acceptable by the board.

*(Indiana State Board of Nursing; Reg 6; filed Mar 1, 1978, 8:51 a.m.: Rules and Regs. 1979, p. 162; filed Mar 18, 1980, 4:00 p.m.: 3 IR 961; filed Feb 18, 1982, 2:18 p.m.: 5 IR 735; filed Mar 29, 1985, 10:43 a.m.: 8 IR 1026; filed Sep 12, 1985, 3:27 p.m.: 9 IR 287; readopted filed Nov 21, 2001, 10:23 a.m.: 25 IR 1326; filed Jun 23, 2003, 4:12 p.m.: 26 IR 3653, eff Jul 1, 2003 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #02-247 was filed Jun 23, 2003.]*

#### **848 IAC 1-1-7    Licensure by endorsement**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-11; IC 25-23-1-12

Sec. 7. (a) An applicant who was originally licensed by the National Council Licensing Examination (NCLEX®) or an equivalent examination in another jurisdiction will be accepted for registration in Indiana by endorsement from the board that granted the original license if the applicant meets the following qualifications:

- (1) Is of good moral character.
- (2) Has graduated from high school or the equivalent thereof.
- (3) Has graduated from a state approved program in nursing.

(b) Applicants who are graduates of foreign schools of nursing are eligible for Indiana licensure by endorsement providing the following conditions are met:

- (1) Have written and passed the National Council Licensing Examination (NCLEX®) or an equivalent examination in another jurisdiction or country.
- (2) Have achieved Indiana's passing scores in all areas.
- (3) Submit copies of all scholastic records.
- (4) Submit proof of good moral character.
- (5) Submit proof of high school graduation or equivalent thereof.
- (6) Submit proof of having graduated from a program in nursing with concurrent theory and clinical experience in all areas.

(c) The completed application accompanied by the fee, photograph, and proof of current licensure in another jurisdiction shall be submitted to the Indiana board of nursing. The fee is nonrefundable.

(d) An applicant shall produce evidence of the applicant's primary state of residence. Such evidence shall include a declaration signed by the applicant and the following:

- (1) Either of the following requirements of evidence must be provided:
  - (A) Current driver's license with the applicant's home address.
  - (B) Other state or federal issued identification card that includes the applicant's home address.
- (2) At least one (1) of the following documents must be provided:
  - (A) Voter registration card displaying a home address.
  - (B) A federal income tax return declaring the primary state of residence.
  - (C) Such other evidence of residence as deemed acceptable by the board.

*(Indiana State Board of Nursing; Reg 7; filed Mar 1, 1978, 8:51 a.m.: Rules and Regs. 1979, p. 165; filed Mar 18, 1980, 4:00 p.m.: 3 IR 963; filed Mar 29, 1985, 10:43 a.m.: 8 IR 1028; readopted filed Nov 21, 2001, 10:23 a.m.: 25 IR 1327; filed Jun 23, 2003, 4:12 p.m.: 26 IR 3654, eff Jul 1, 2003 [IC 4-22-2-36 suspends the effectiveness of a rule document for thirty (30) days after filing with the secretary of state. LSA Document #02-247 was filed Jun 23, 2003.]*

**848 IAC 1-1-8    Renewal of license**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-16.1

Sec. 8. (8.1) The application form and instructions for renewal of the license to practice nursing will be mailed in odd numbered years to registered nurse licensees and in even numbered years to practical nurse licensees.

(8.2) Applicants for renewal of license shall pay a renewal fee.

(8.3) Applications for renewal shall be mailed to the last known address of the licensee. Failure to receive the application for renewal shall not relieve the licensee of the responsibility for renewing the license by the renewal date. *(Indiana State Board of Nursing; Reg 8; filed Mar 1, 1978, 8:51 am: Rules and Regs. 1979, p. 166; filed Mar 29, 1985, 10:43 am: 8 IR 1028; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

**848 IAC 1-1-9    Inactive status (Repealed)**

Sec. 9. *(Repealed by Indiana State Board of Nursing; filed Dec 19, 1996, 10:00 a.m.: 20 IR 1122)*

**848 IAC 1-1-10    Duplicate license**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7; IC 25-23-1-16.1

Sec. 10. (a) The licensee shall report, in writing, on the form supplied by the board, the loss of the original certificate of licensure or the biennial renewal license.

(b) A license that has been lost or destroyed shall be replaced upon proper identification of the registrant. *(Indiana State Board of Nursing; Reg 10; filed Mar 1, 1978, 8:51 a.m.: Rules and Regs. 1979, p. 166; filed Mar 29, 1985, 10:43 a.m.: 8 IR 1028; readopted filed Nov 21, 2001, 10:23 a.m.: 25 IR 1328)*

**848 IAC 1-1-11    Name change**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7; IC 25-23-1-16.1

Sec. 11. CHANGE OF NAME. (11.1) If a change of name is requested, licensee shall submit a copy of a marriage certificate or court order. Licensees may maintain the legal name of preference. *(Indiana State Board of Nursing; Reg 11; filed Mar 1, 1978, 8:51 am: Rules and Regs. 1979, p. 166; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

**848 IAC 1-1-12    Failure to renew license; reinstatement (Repealed)**

Sec. 12. *(Repealed by Indiana State Board of Nursing; filed Dec 19, 1996, 10:00 a.m.: 20 IR 1122)*

**848 IAC 1-1-13 Employment conditions; enforcement powers and duties; records and reports**

Authority: IC 25-23-1-7

Affected: IC 4-1-6; IC 25-23-1-7; IC 25-23-1-16.1

Sec. 13. Any person who practices or offers to practice nursing as either a registered or licensed practical nurse in Indiana shall hold a current Indiana license as proof of their legal authorization to practice.

(b) The Indiana board of nursing (board) shall be responsible for the following:

(1) The verification of licensure of nurses to employers of nurses.

(2) Initiating appropriate action as authorized by the Nurse Practice Act under IC 25-23-1 on reports to the board concerning incidents involving a licensee that may be cause for disciplinary action.

(3) Assuring that imposters are not functioning in roles normally assumed by the licensed nurse.

(4) Carrying out the duties of the board in compliance with the Fair Information Practice Act under IC 4-1-6.

*(Indiana State Board of Nursing; Reg 13; filed Mar 1, 1978, 8:51 a.m.: Rules and Regs. 1979, p. 167; readopted filed Nov 21, 2001, 10:23 a.m.: 25 IR 1328)*

**848 IAC 1-1-14 Fees**

Authority: IC 25-1-8-2; IC 25-23-1-7; IC 25-23.2-3-5

Affected: IC 25-1-8-6; IC 25-23-1-10.5; IC 25-23.2-3-4

Sec. 14. (a) The fee for licensure by examination is the cost equal to the fee charged by the national provider of the exam and an additional administrative fee of fifty dollars (\$50) for the registered nurse examination or fifty dollars (\$50) for the practical nurse examination.

(b) The fee for licensure by endorsement is fifty dollars (\$50).

(c) Verification of licensure to another state or jurisdiction shall be obtained through Nursys, the nurse license verification system of the National Council of State Boards of Nursing, Inc., 35331 Eagle Way, Chicago, Illinois 60678-1353, <http://www.ncsbn.org>. The individual requesting verification of licensure is responsible for paying the fee assessed by Nursys.

(d) If verification is not available through Nursys, the fee for verification of licensure to another state or jurisdiction is ten dollars (\$10).

(e) The fee for licensure renewal is fifty dollars (\$50) for the biennium or any part thereof.

(f) The penalty fee for late renewals is as established by the health professions bureau.

(g) The fee for a temporary permit to practice nursing as an applicant awaiting licensure by endorsement, pursuant to IC 25-23-1-10.5, is ten dollars (\$10).

(h) The fee for a duplicate wall certificate is ten dollars (\$10).

(i) The filing fee for a multistate licensure privilege form is twenty-five dollars (\$25).

(j) The fee for updating the multistate licensure privilege form is twenty-five dollars (\$25) per biennium.

(k) The fee for reinstatement of a license invalidated under IC 25-23.2-3-4 is to be determined by IC 25-1-8-6. *(Indiana State Board of Nursing; 848 IAC 1-1-14; filed Mar 29, 1985, 10:43 a.m.: 8 IR 1028; filed Sep 12, 1985, 3:29 p.m.: 9 IR 289; filed Jun 6, 1996, 9:00 a.m.: 19 IR 3105; readopted filed Jul 30, 2001, 2:07 p.m.: 24 IR 4237; filed Jun 17, 2003, 8:50 a.m.: 26 IR 3651)*

**848 IAC 1-1-15 Temporary permits**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-11; IC 25-23-1-12

Sec. 15. (a) The board may issue a temporary permit to practice nursing to an applicant awaiting licensure by endorsement providing the following conditions are met:

(1) The applicant meets the requirements for licensure pursuant to IC 25-23-1-11 or IC 25-23-1-12.

(2) A completed application for licensure by endorsement is submitted.

(3) Proof of current licensure in another state is submitted.

(4) The fee for licensure by endorsement is submitted.

(5) The application for temporary permit is submitted.

(6) The fee for temporary permit is submitted.

(b) The temporary permit will be valid for sixty (60) days after issuance or until notice of denial of licensure by the board. (*Indiana State Board of Nursing; 848 IAC 1-1-15; filed Sep 12, 1985, 3:29 p.m.: 9 IR 289; filed Dec 19, 1996, 11:00 a.m.: 20 IR 1122; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

## **Rule 2. Accreditation**

### **848 IAC 1-2-1 Opening a program**

Authority: IC 25-23-1-7

Affected: IC 25-23-1

Sec. 1. (a) A controlling organization wishing to open a state accredited nursing program shall submit a letter of intent to the board six (6) to twelve (12) months prior to anticipated opening date.

(b) The controlling organization shall submit documented evidence of resources and needs necessary to start a program. This documentation shall include the following:

- (1) Availability of qualified faculty.
- (2) Budgeted faculty positions.
- (3) Expansion plans of existing programs within a fifty (50) mile radius.
- (4) Nursing manpower studies documenting the need for the program.
- (5) Availability of adequate clinical facilities for the program.
- (6) Availability of adequate academic facilities for the program.
- (7) Evidence of financial resources adequate for the planning, implementation, and continuation of the program.
- (c) The board shall meet with representatives of the controlling organization for review of documented evidence of need.
- (d) The board requires that a program in nursing in a state assisted college or university be authorized by the Indiana commission for higher education.

(e) The controlling organization shall submit a completed application on forms provided by the board and shall request a hearing with the board.

(f) Prior to the hearing, the proposed program site shall be visited by a representative of the board and by a survey visitor appointed by the board. The visitors shall meet with administrative personnel of the controlling institution and shall examine the academic and clinical facilities in terms of appropriateness for the implementation of the proposed program in nursing.

(g) After the hearing with the controlling organization, the board shall approve or disapprove the application upon evidence:

- (1) submitted in the application;
- (2) presented at the hearing; and
- (3) collected on the survey visit.

(h) If the program is approved, the board shall stipulate the following:

- (1) The maximum class size for the first year.
- (2) The maximum number of classes to be admitted during the first year.
- (3) Approved clinical facilities for the first year.
- (4) The number and qualifications of nursing faculty.

A second site visit shall be made by a representative of the board and by a survey visitor appointed by the board at the end of the first year of the operation of the new program and again prior to granting full accreditation. (*Indiana State Board of Nursing; 848 IAC 1-2-1; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4526; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

### **848 IAC 1-2-2 Closing a program**

Authority: IC 25-23-1-7

Affected: IC 25-23-1

Sec. 2. (a) Within thirty (30) days of a decision to close a state accredited nursing program, the controlling organization shall send a written notice to the board.

(b) The minimum legal standards for accreditation shall be maintained until the last student completes or leaves the program.

(c) The controlling organization shall be responsible for assisting students to transfer to accredited programs.

(d) The controlling organization shall provide for the safekeeping and accessibility of the program records of former students and graduates of the program. Plans for future custody of the records shall be documented in writing to the board. (*Indiana State Board of Nursing; 848 IAC 1-2-2; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4527; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-3 Purpose for accreditation**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 3. The purpose for accreditation shall be as follows:

(1) To ensure the safe practice of nursing by setting legal standards for the programs preparing the practitioner.

(2) To certify minimal educational standards and practices for the preparation of:

(A) registered nurses; and

(B) licensed practical nurses.

(3) To assist in developing the programs of nursing education in accordance with sound social, educational, and professional principles.

(4) To ensure continuous evaluation and improvement of educational programs in nursing.

(5) To keep the public informed by publishing a list of the institutions that conduct accredited programs of nursing education.

(*Indiana State Board of Nursing; 848 IAC 1-2-3; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4527; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-4 Eligible programs**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 4. Eligible programs for purposes of accreditation shall be as follows:

(1) Registered nurse programs that prepare students for registered nurse licensure. The program shall award an associate's degree in nursing or a baccalaureate degree with a major in nursing or a diploma in nursing.

(2) Practical nursing programs that prepare students for practical nurse licensure. The program shall award a diploma or certificate in practical nursing.

(*Indiana State Board of Nursing; 848 IAC 1-2-4; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4527; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-5 Accreditation status**

Authority: IC 25-23-1-7

Affected: IC 25-23

Sec. 5. (a) Initial accreditation shall be granted to a new program that meets the regulations for opening a nursing program until the first class graduates.

(b) Full accreditation shall be granted to a program following the initial accreditation, providing it meets the regulations for Indiana accredited programs in nursing. Accreditation status shall be communicated to the program.

(c) Conditional accreditation shall be granted to a program that fails to maintain the legal requirements for accreditation. Written notification from the board shall specify a definite amount of time that will be given for the program to meet this article. The major outcome criteria indicating a program's successful attainment of state standards is the first time candidate's successful completion of the National Council Licensure examination. If a school's annual rate of successful completion of the National Council Licensure examination is lower than the national total percentage passing for the second consecutive year, the school shall submit a report to the board outlining the following:

(1) Results of the faculty's review of factors that may have contributed to the low pass rate, including, but not limited to, the following:

(A) Curriculum content.

- (B) Curriculum design.
- (C) Outcome evaluation.
- (D) Admission.
- (E) Progression.
- (F) Graduation policies.

(2) The faculty's plan for correcting any problems identified.

(d) If the program's annual rate of successful completion of the National Council Licensure examination is lower than the national total percentage passing for the third consecutive year, the board shall send a surveyor to review the program's ability to comply with this article. After a hearing, the board shall determine the accreditation status and specify a correction plan if needed. At any point, the board may survey the program to determine whether the program shall be permitted to continue to admit students or continue to operate. The program shall have the burden of proving, with clear and convincing evidence, that the program is able to comply with IC 25-23 and this title.

(e) Withdrawal of accreditation shall occur if the program fails to prove compliance with IC 23-25 [*sic.*, IC 25-23] and this title. The program shall be given an opportunity for a hearing before accreditation is withdrawn, and the school shall be visited by a representative of the board. The program shall assist students in transferring to accredited programs. A school with accreditation that has been withdrawn may apply for reinstatement by following the procedure established in section 1 of this rule. (*Indiana State Board of Nursing; 848 IAC 1-2-5; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4527; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

#### **848 IAC 1-2-6 Survey visits**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-21

Sec. 6. (a) All schools with full accreditation status shall be visited at regular intervals as determined by the board. The survey visitor(s) shall evaluate the program's ability to meet the requirements of this article and prepare a written report for review and action by the board. Visits shall be conducted under impartial and objective conditions.

(b) The written report of the survey visit to the educational program is submitted to the director for review to permit comments for clarification by the director prior to board action.

(c) The final survey report accompanied by a written report of board action shall be sent to the administrative officer of the controlling agency. A copy shall be sent simultaneously to the director of the program.

(d) An institution used as a clinical laboratory for students may be visited by a representative or representatives of the board as part of the school survey.

(e) In lieu of a regular cycle survey visit, the board may elect to accept the results of an accreditation survey visit by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education. The program of nursing shall file:

- (1) the report of the visitors;
- (2) the response by the program to the survey visitors; and
- (3) the report of the action taken by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education.

(*Indiana State Board of Nursing; 848 IAC 1-2-6; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4528; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

#### **848 IAC 1-2-7 Eligible institutions**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-20

Sec. 7. (a) The program in nursing shall be incorporated or be a part of an incorporated institution.

(b) Educational institutions, colleges, or universities conducting a nursing program or with which a school of nursing is affiliated shall be accredited by the North Central Association of Colleges and Secondary Schools or the Indiana commission on proprietary education. Hospitals conducting a nursing program shall be accredited by the Joint Commission on Accreditation of Healthcare Organizations. Long term care facilities shall be licensed by the Indiana state department of health.



(c) The philosophy and purposes of the program in nursing shall be in accordance with this rule.

(d) There shall be assurance that the program can meet the requirements for Indiana accredited programs in nursing. (*Indiana State Board of Nursing; 848 IAC 1-2-7; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4528; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-8 Change of ownership or control**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 8. (a) The board shall be notified in writing of any changes in ownership or control of a school.

(b) Information shall include the following:

(1) The official name of the school.

(2) The organizational chart of the contracting agency.

(3) Names of administrative officials.

(c) The new controlling organization shall submit any change in curriculum to the board for approval six (6) months prior to implementation. (*Indiana State Board of Nursing; 848 IAC 1-2-8; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4528; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-9 Philosophy, purpose, and objective**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 9. The philosophy, purpose, and objective of the program in nursing shall be:

(1) clearly defined in writing in the official records;

(2) consistent with the philosophy of the controlling institution;

(3) formulated and accepted by the faculty;

(4) inclusive of program beliefs regarding education, nursing, and the learning process;

(5) descriptive of the practitioner to be prepared;

(6) the basis for planning, implementing, and evaluating the total program; and

(7) reviewed periodically and revised as necessary by the nursing faculty.

(*Indiana State Board of Nursing; 848 IAC 1-2-9; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4529; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-10 Organization and administration**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 10. (a) Responsibility for developing and implementing the program in nursing shall be placed in the faculty of the nursing education unit.

(b) The institution shall have an effective plan of organization and administration appropriate to the purpose and implementation of the instructional program in nursing. There shall be an organizational chart of the:

(1) institution indicating the place of the nursing program; and

(2) nursing program.

(c) There shall be a controlling body that recognizes the program in nursing as an educational program and delegates authority to the chief administrative officer of the institution who, in turn, delegates authority to the nurse administrator responsible for the program.

(d) When a program director resigns, it is the responsibility of the administration of the controlling organization to inform the board in writing of:

(1) the intended resignation;

(2) the effective date; and

(3) the plans for filling the position;  
within thirty (30) days of the resignation.

(e) The program in nursing shall be assured of stable, financial resources adequate for and effectively allocated to support its educational activities. There shall be a budget prepared in accordance with sound educational and financial practices. The financial statement shall give a clear picture of the status of the program. The nurse administrator, with documentation of faculty input, shall have the following responsibilities relating to the financial operation of the program in nursing:

- (1) Preparing the budget for one (1) year in advance of the fiscal period and recommending it to the proper authorities.
- (2) Controlling the use of the approved budget through an accurate system of records.
- (3) Reviewing financial reports routinely and making necessary revisions.
- (4) Consulting with proper authorities within the institution in regard to interpretation, preparation, and implementation of the budget.

*(Indiana State Board of Nursing; 848 IAC 1-2-10; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4529; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

#### **848 IAC 1-2-11 Admissions**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 11. (a) There shall be published policies for admission established by the nursing faculty.

(b) Students shall be selected on the basis of established criteria and in compliance with all applicable state and federal laws.

(c) There shall be well defined written policies governing payment and refund of tuition and other fees.

(d) The number of students admitted to a nursing education program shall be determined by the following:

- (1) The number of qualified faculty.
- (2) The availability of the following:
  - (A) Adequate educational facilities and resources.
  - (B) Appropriate clinical learning activities.

(e) An applicant shall be graduated from a state approved high school or its equivalent. A complete high school transcript shall be on file.

(f) A person who has qualified for equivalency to high school graduation on the basis of satisfactory completion of the general equivalency degree test (GED) shall be eligible for entrance to an Indiana accredited program in nursing upon proof of the following:

- (1) A copy of the test results listing individual and total scores on the GED test shall be on file to validate satisfactory test completion.
- (2) Satisfactory completion of college courses relevant to nursing may nullify unsatisfactory test scores.
- (g) There shall be written policies regarding the following:
  - (1) The readmission of a student who:
    - (A) withdrew from the program; or
    - (B) failed required courses.
  - (2) The admission of a transfer student.

*(Indiana State Board of Nursing; 848 IAC 1-2-11; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4529; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

#### **848 IAC 1-2-12 Faculty**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 12. (a) The program in nursing shall provide and maintain a qualified faculty. The general qualifications for all nurse faculty members shall include the following:

- (1) Graduation from an approved school of nursing accepted by the board.
- (2) Current, unencumbered licensure in Indiana.
- (b) The personnel policies for faculty members shall be defined in writing.

(c) Faculty qualification data shall be filed on designated forms in the office of the board within thirty (30) days of the hiring date.

(d) Faculty, other than registered nurses, who teach nonclinical nursing courses, including, but not limited to:

- (1) issues and trends;
- (2) nutrition;
- (3) research;
- (4) management; and
- (5) statistics;

shall hold master's degrees in areas appropriate to the responsibilities inherent in the position.

(e) Clinical preceptorships may be used for the clinical laboratory experiences of students. When clinical preceptors are used, the following conditions shall be met:

- (1) Written agreements between cooperating agency and nursing program shall delineate the functions and responsibilities of the parties involved.
- (2) Criteria for selecting clinical preceptors shall be developed and in writing.
- (3) The clinical preceptors shall have the following minimum qualifications:
  - (A) Current licensure as a registered nurse.
  - (B) Three (3) years of experience as a registered nurse.
- (4) Written clinical objectives shall be specific and shared with the clinical preceptor prior to the experience.
- (5) The designated faculty member shall be responsible for the learning experience of each student and shall meet with each clinical preceptor and student for the purpose of monitoring and evaluating the learning experience.
- (6) The designated faculty member shall be available by phone or in person when students are in the clinical area.
- (7) A faculty member shall be responsible for coordinating the clinical preceptorship of no more than ten (10) students.

*(Indiana State Board of Nursing; 848 IAC 1-2-12; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4530; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

#### **848 IAC 1-2-13 Faculty qualifications; registered nurse programs**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 13. (a) The director shall be a registered nurse with a minimum of a master's degree, preferably in nursing. A doctoral degree is recommended. The director shall have experience in the following:

- (1) The practice of nursing.
- (2) Nursing education.
- (3) Administration.

The director shall be employed full time, excluding vacations and holidays, during the enrollment period of the students.

(b) The nurse faculty member shall have experience in the practice of nursing and hold a master's degree. The majority of the faculty shall hold master's degrees with majors in nursing. The remainder of the faculty shall hold master's degrees in a field appropriate to their teaching or clinical responsibilities. The majority of the faculty shall be full-time employees of the institution. Any faculty member hired in the year 2002 or beyond shall have a master's degree in nursing. The appointment of a person who does not hold a master's degree shall be made only if that person enrolls in a college or university and within five (5) years of assuming the teaching position completes a master's degree. Faculty members who have been appointed prior to the promulgation of this rule shall be expected to complete master's degrees within five (5) years. *(Indiana State Board of Nursing; 848 IAC 1-2-13; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4530; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

#### **848 IAC 1-2-14 Faculty qualifications; licensed practical nurse programs**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 14. (a) The director shall be a registered nurse with a minimum of a master's degree, preferably in nursing. The director shall have experience in the following:

- (1) The practice of nursing.
- (2) Practical nursing education.
- (3) Administration.

The director shall be employed full time, excluding vacations and holidays, during the enrollment period of the students.

(b) The nurse faculty member shall have experience in the practice of nursing and hold a baccalaureate degree. The majority of the faculty shall hold baccalaureate degrees with majors in nursing. The remainder of the faculty shall hold baccalaureate degrees in a field appropriate to their teaching or clinical responsibilities. The majority of the faculty shall be full-time employees of the institution. Any faculty member hired in the year 2002 or beyond shall have a baccalaureate degree in nursing. (*Indiana State Board of Nursing; 848 IAC 1-2-14; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4530; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

#### **848 IAC 1-2-15 Student personnel services**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 15. Within the framework of the controlling institution, policies regulating student personnel services shall be delineated in writing, including, but not limited to, the following:

- (1) Counseling and guidance.
- (2) Health services.
- (3) Financial aid.
- (4) Housing.
- (5) Student organization.
- (6) Job placement.
- (7) Liability insurance.

(*Indiana State Board of Nursing; 848 IAC 1-2-15; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4531; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

#### **848 IAC 1-2-16 Curriculum; all programs**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 16. (a) The development, implementation, evaluation, and revision of the curriculum shall be the responsibility of the nursing faculty and shall be based on the stated philosophy and objectives of the program.

(b) The program shall provide an opportunity for the student to learn facts, principles, concepts, and skills which ensure that each graduate meets the minimal qualifications essential for safety to practice as a licensed nurse.

(c) There shall be concurrent didactic instruction and clinical laboratory experiences in the care of patients from all age groups except when students repeat courses for failing or withdrawal. Those students may repeat the failed course by itself without also repeating the concurrent course.

(d) The clinical laboratory experiences shall be determined by the philosophy and objectives of the program and shall be provided in cooperative agencies approved by the board.

(e) Classroom laboratory experiences shall be the responsibility of program faculty.

(f) Observational experiences shall be determined by the philosophy and objectives of the program. As used in this subsection, "observational experiences" means those experiences in which the student is in the role of observer. Observational experiences shall be:

- (1) planned for and guided by the faculty, but may not require direct supervision;
  - (2) included in the clinical laboratory experiences; and
  - (3) included in the program's annual report to the board, but do not require prior approval for implementation.
- (g) There shall be an outline of the total curriculum showing the placement of courses according to:
- (1) year and semester or term;
  - (2) the ratio of credits to hours; or
  - (3) the total number of hours.

(h) The school year shall be divided into definite terms with dates set for the beginning and ending of each. The dates shall be communicated to the students at the beginning of the academic year.

(i) Board approval shall be granted prior to the initiation of any major curriculum change. If the change is minor, in that it does not substantially alter the curriculum, it shall be reported to the board in writing.

(j) A major change, which would require the board's approval prior to implementation, includes the following:

- (1) Major changes in philosophy, purpose, or objective.
- (2) The number of credits required for successful completion of the program or the major in nursing.
- (3) The number and type of general education courses.
- (4) Relocation of the program or any of its components.
- (5) Addition of clinical sites.
- (6) Change in required clinical laboratory hours.
- (7) Increases or decreases in admission numbers by twenty-five percent (25%).
- (8) Admission times.
- (9) Progression options.
- (10) Additions of satellite locations.

(k) A minor change, which would not require prior board approval but would be reported in the program's annual report, includes changes in the sequencing of courses or content with the current philosophy and number of credits.

(l) There shall be a systematic written plan for program evaluation that is ongoing according to the time frame specified by the faculty. The findings from the systematic evaluation shall be used for development, maintenance, and revision of the program components. The written plan shall include, but is not limited to, the following:

- (1) Philosophy, purpose, and objective of the nursing education program.
- (2) Expected knowledge, skills, and abilities of the graduates.
- (3) Teaching and learning experiences.
- (4) Student evaluation of courses.
- (5) Instructor evaluation of students.
- (6) Pass rates on licensure examination.
- (7) Follow-up studies of graduates' evaluation of the program of learning.
- (8) Employment performance of graduates.

*(Indiana State Board of Nursing; 848 IAC 1-2-16; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4531; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

#### **848 IAC 1-2-17 Curriculum; registered nurse programs**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 17. The curriculum shall provide instruction in the following areas:

(1) Physical and biological sciences, including content drawn from the areas of:

- (A) anatomy;
- (B) physiology;
- (C) chemistry;
- (D) microbiology;
- (E) pharmacology;
- (F) physics; and
- (G) nutrition;

that may be integrated, combined, or presented as separate courses.

(2) Social and behavioral sciences shall include content drawn from the areas of:

- (A) communications;
- (B) psychology; and
- (C) sociology;

that may be integrated, combined, or presented as separate courses.

(3) The nursing content shall establish the following:

(A) Provide concurrent theory and clinical experience in the following areas:

- (i) Adult nursing.
- (ii) Obstetric nursing.
- (iii) Nursing of children.
- (iv) Psychiatric nursing.
- (v) Geriatric nursing.
- (vi) For baccalaureate programs, community health nursing.

(B) Include history, trends, legal aspects, and ethical aspects of nursing that may be integrated, combined, or presented as separate courses.

(C) Include content about chemical substance abuse among professionals.

(D) Computer technology shall be integrated, combined, or presented as a separate course.

(E) Universal precautions education shall be integrated, combined, or presented as a separate course.

(F) The length of a full-time program shall be a minimum of four (4) semesters or two (2) academic years.

*(Indiana State Board of Nursing; 848 IAC 1-2-17; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4532; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

**848 IAC 1-2-18 Curriculum; licensed practical nurse program**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 18. (a) The length of a full-time program shall be two (2) semesters and one (1) summer session or four (4) quarters within one (1) calendar year.

(b) The curriculum shall provide instruction in the following areas:

(1) Physical and biological sciences, including content drawn from the areas of:

- (A) anatomy;
- (B) physiology;
- (C) nutrition; and
- (D) pharmacology;

that may be integrated, combined, or presented as separate courses.

(2) Social and behavioral sciences, including content drawn from the concepts of mental health that may be integrated, combined, or presented as separate courses.

(3) The nursing content shall establish the following:

(A) Provide concurrent theory and clinical experience in the following areas:

- (i) Adult nursing.
- (ii) Obstetric nursing.
- (iii) Nursing of children.
- (iv) Geriatric nursing.

(B) Include history, trends, legal aspects, and ethical aspects of nursing that may be integrated, combined, or presented as separate courses.

(C) Include content about chemical substance abuse among professionals.

(D) Computer technology shall be integrated, combined, or presented as a separate course.

(E) Universal precautions education shall be integrated, combined, or presented as a separate course.

*(Indiana State Board of Nursing; 848 IAC 1-2-18; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4532; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

**848 IAC 1-2-19 Clinical laboratory experience; all programs**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-20

Sec. 19. (a) Clinical facilities used for learning experiences shall be approved by the Joint Commission on Accreditation of Healthcare Organizations or appropriate licensing bodies.

(b) There shall be written agreements between the school and any institution or agency which is used for clinical laboratory experiences. Agreements shall state the responsibilities and privileges of both parties. A copy of the written agreement shall be submitted to the board for approval six (6) months prior to the beginning of the experience. Written agreements are not necessary for observational experiences.

(c) A request for approval of clinical facilities shall be submitted to the board for initial approval six (6) months prior to the use of that facility on forms provided by the board. A site visit may be made to any clinical facility not previously visited by a representative of the board, prior to approval of the facility. A site visit shall be made by a representative of the board prior to denial of the use of any clinical facility. The site visitor shall secure data concerning:

- (1) the size of the facility;
- (2) the number of other nursing programs using the facility; and
- (3) the time of use and problems of overcrowding;

as well as other aspects of the learning environment.

(d) School faculty shall assign, guide, evaluate, and supervise students in their learning experiences.

(e) Clinical facilities no longer being utilized by the nursing program shall be indicated on forms provided by the board.

(f) The ratio of faculty to students shall be a maximum of 1:10 or any portion thereof in the clinical laboratory experience, exclusive of the nurse director or coordinator. (*Indiana State Board of Nursing; 848 IAC 1-2-19; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4532; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

#### **848 IAC 1-2-20 Educational facilities**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-20

Sec. 20. (a) Classrooms, laboratories, and conference rooms shall be provided to meet the needs of the students.

(b) The library shall be adequate in size and have current holdings to meet the educational needs of the students and faculty. There shall be a variety of current audiovisual and computer aids for individual and group instruction. The annual budget shall provide for accessions to the library.

(c) Furnishings, supplies, and office equipment shall be provided for the director, faculty, and clerical staff.

(d) Adequate office space shall be provided for the director, faculty, and clerical staff.

(e) There shall be adequate support services and secretarial personnel to meet the needs of the program. (*Indiana State Board of Nursing; 848 IAC 1-2-20; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4533; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

#### **848 IAC 1-2-21 Progression and graduation**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 21. (a) There shall be written requirements for progression and graduation prepared by the faculty of each program. There shall be a written policy and procedure for academic probation and termination from the program. There shall be a code of conduct for students.

(b) The nursing program shall provide to enrolled students a student handbook that shall include all information specific to the nursing program.

(c) Candidates for the registered nurse licensing examination shall have successfully completed the educational program with an accumulative average grade of "C" or better, and a grade of "C" or better in each nursing course as identified in section 17 of this rule.

(d) Candidates for the practical nurse licensing examination shall have successfully completed the educational program with a grade of "C" or better in each course. (*Indiana State Board of Nursing; 848 IAC 1-2-21; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4533; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

**848 IAC 1-2-22 Records and school bulletin**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 22. (a) There shall be a record system that provides for accurate recording of admission data and student academic records. Provisions shall be made for safe storage of records to prevent loss by destruction and unauthorized use.

(b) Individual student files, maintained by the program of nursing during the student's enrollment, shall include, at a minimum, the following:

- (1) Documents required for admission.
- (2) Results of performance evaluation relating to the student's progression or lack thereof.
- (3) Documentation of universal precautions training.

(c) The institution must maintain in readily accessible form, or cause to be maintained in readily accessible form, sufficient records to generate an official student transcript for a period of sixty (60) years after the date the student attended the institution.

(d) Information about the school shall be published periodically, at least every two (2) years. The publication shall be dated and include the following:

- (1) Philosophy and objectives of the school.
- (2) A general description of the program.
- (3) The curriculum plan.
- (4) Brief course descriptions.
- (5) Facilities and conditions provided for student learning and welfare.
- (6) Faculty information.
- (7) A statement of tuition, fees, and refund policies.
- (8) A statement regarding nondiscriminatory practices in student and faculty recruitment.
- (9) A statement regarding student complaint and grievance procedures.
- (10) Housing and residence facilities information.
- (11) Admission, progression, and graduation practices.

*(Indiana State Board of Nursing; 848 IAC 1-2-22; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4533; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*

**848 IAC 1-2-23 Reports to the board**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 23. (a) The director of the nursing program shall submit an annual report to the board on forms provided by the board. The report shall provide current data on the following:

- (1) Administrative personnel, credit hours, and faculty to student ratios.
- (2) Organizational, administrative, and physical changes.
- (3) Any curriculum changes.
- (4) Student statistics.
- (5) A faculty list with:
  - (A) a completed faculty qualification record for each new member;
  - (B) a supplemental qualification record for each faculty member pursuing a master's degree; and
  - (C) a list of faculty no longer employed by the institution since the last annual report.
- (6) A clinical agency list and a list of those agencies no longer used since the last annual report.
- (7) An organizational chart for the nursing program and for the parent institution.

(b) A list of graduates applying for licensing examinations shall be submitted on forms provided by the board prior to requesting applications for distribution to students. *(Indiana State Board of Nursing; 848 IAC 1-2-23; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939)*



**848 IAC 1-2-24 Records**

Authority: IC 25-23-1-7

Affected: IC 25-23-1-7

Sec. 24. A copy of each annual report to the board, the school catalog, and nursing student handbook shall be maintained in the permanent records of the institution. (*Indiana State Board of Nursing; 848 IAC 1-2-24; filed Jul 30, 1998, 4:59 p.m.: 21 IR 4534; readopted filed Nov 6, 2001, 4:18 p.m.: 25 IR 939*)

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